CALIFORNIA High-Speed Rail Authority

Job Description

Position Details

Classification:
Senior Accounting Officer (Specialist)

Office:
Financial

Working Title:
Senior Accounting Officer (Specialist)

Location:
Sacramento

Position Number:
311-380-4567-004

HR Approval Date/Initials:
10/01/2026 MP

CBID/Bargaining Unit:	Work Week Group:	Tenure:	Time Base:
R01	2	Permanent	Full-time

Job Description Summary

Under general direction of the California High-Speed Rail Authority's (Authority) Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) independently performs difficult accounting duties which require an understanding of the entire accounting process. This includes coordinating the implementation of accounting for new programs/functions, developing accounting procedures, preparing cash analysis reports, and completing the annual year-end financial reports. The incumbent ensures the safeguarding of assets and the compliance of fiscal accounting policies applicable to the job. All work is completed by utilizing the California Department of Human Resources laws and rules, Victims Compensation and Government Claims Board rules, General Accounting Accepted Principles (GAAP), State Controller's Office (SCO) rules and regulations, State Administration Manual (SAM), State Government Code (GC) and Statutes, Federal Railroad Administration (FRA) and internal operations manuals utilizing the Financial Information System for California (FI$Cal), Microsoft Office, group meetings and one-on-ones, Teams, and emails.

Duties

Percentage Essential (E)/Marginal (M)	
35% (E)	• Performs monthly reconciliations for the Authority (BU2665)'s and the High-Speed Rail Authority Office of the Inspector General (OIG - BU2667)'s appropriations, and Cash in State Treasury using various FI$Cal reports, including but not limited to the SCO Tab Run. • Reviews FI$CAL reports for errors, invalid chartfields, and abnormal balances to take corrective action as required. • Reviews FI$Cal budget reports to verify expenditure postings do not exceed appropriation allocations.

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- Researches and ensures resolution of variances between departmental records on FI$CAL reports and source documents.
- Identify SCO interfaced transactions in the GL 108 query to reclassify to the ultimate funding sources based on Budgets coding sheet.
- Orders various queries/reports in FI$Cal for research and to close the month-end period timely for reconciliation purposes.
- Participates in the fiscal year-end close activities including the uploading accruals and preparing year-end financial statements, and Detailed Fund Balance Reports (DF-303 and 304) for both agencies.

25% (E)

- Processes the monthly labor distribution by reconciling expenditure transactions with the department's payroll transactions in FI$Cal primarily for OIG and serves as the backup for monthly labor distribution for the Authority.
- Responsible for the monthly allocation process in the General Ledger (GL) module to ensure it is accurate.
- Troubleshoots problems related to reconciliations, discrepancies between records, queries, and reports, as they arise. Coordinates with the Capital Asset Section for the depreciation process for OIG.
- Reviews accounting all entries and works with FI$CAL to resolve any issues.
- Coordinates the month-end close activities within the Accounting Branch to ensure timely closure.
- Processes month-end and year-end adjustments for corrections in the GL module.

20% (E)

- Identifies and coordinates with the Accounts Payable Sections to reclassify from account 5390950 to the ultimate fund(s).
- Creates Bond Cash Transfer journals for Cash Transfer Letters Requests.
- Approves cash for Bond related transactions when needed.
- Prepares the FI$Cal dashboard reports to distribute to different sections within FINO.
- Adds and modifies suppliers and employees in the Supplier module and in the Labor module.
- Runs pay cycle process to issue Office Revolving Fund and agency checks.
- Downloads daily FI$Cal queries/reports and/or SCO journal entry files from MobiusView where applicable.
- Maintains and modifies CalATERS profiles and approvers.

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15% (E)

- Updates desk procedures to ensure they are up-to-date and in compliance with SCO, SAM, operations manuals, State GC and Statutes.
- Assists managers with audit requests.
- Organizes and assists other staff in their assigned tasks.
- Provides analytical advice and support to management in the solution of final problems, quality improvement projects and fiscal and accounting.
- Travels for in person meetings and offsite training.

5% (M)

- Establishes and maintains effective working relationships with support staff, management, budgets staff, State and Federal control agencies, auditors, etc.
- Performs backup duties for vacant positions and/or absent staff as needed.
- Special projects assigned by supervisors or managers.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required	Conflict of Interest (COI)	Bilingual Required	Contract Manager	Medical Required
Yes ☐ No ☒	Yes ☐ No ☒	Yes ☐ No ☒	Yes ☐ No ☒	Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information:

Knowledge and Abilities

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

Ability to qualify for a fidelity bond.

Desirable Qualifications

- Ability to interpret guidelines on cost accounting principles and procedures related to full cost recovery of expenditures.
- Possess strong analytical, critical thinking, verbal communication, and written communication skills.
- Experience with government accounting processes and strong FI$Cal or accounting software knowledge and skills.
- Experience with and knowledge of the Year-End process (accruals and statements), the Month-End process, GAAP reporting, and other reporting requirements.
- Proficient with computer, database, and software applications including Microsoft Excel and Word.
- Ability to analyze data, draw sound conclusions, adopt an effective course of action and handle multiple tasks.
- Experience with reconciliations (Appropriation and Cash In State Treasury) and resolving discrepancies independently.
- Experience with Federal Trust Fund, Bond Funds, and the clearing account.
- Experience in multiple fund accounting.
- Experience in dealing with external fiscal control agencies or customers.
- Customer service experience.
- Experience in analyzing resources to develop procedures or solutions.

Supervision Exercised Over Others

This position does not supervise other employees but may act as a lead.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. The employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The employee is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgement and make effective decisions to fulfill the position's responsibilities. The SAO is responsible for contributing to successful reconciliations and statements, and the operations that support the Authority's mission of planning, designing, and building the high-speed rail for California. Errors in financial statements could result in a lack of public trust and financial support for the project.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. The Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. The Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

a. Schedule: A set schedule of Monday-Friday, 8:00am-5:00pm is required for this position.
b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
c. Travel: Occasional travel may be required to attend local training as needed.
d. Other: The incumbent will be required to go to the office if needed while working from home on short notice.

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:

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